



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

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DATE: December 6, 2018

Manual: Adult Protective Services Division, Auxiliary Grant Manual

Transmittal #: DARS-APSD-15

The following acronyms are used in this transmittal:

**AG**-Auxiliary Grant

**BL**-Budget Line

**DARS**-Department for the Aging and Rehabilitative Services

**DDS**-Disability Determination Services

**DMAS**-Department of Medical Assistance Services

**FUSION**-VDSS internal website

**SH**-Supportive Housing

**VDSS**-Virginia Department of Social Services

The purpose of this transmittal is to provide revised and clarified guidance for the AG Program. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on FUSION at:

<http://spark.dss.virginia.gov/divisions/dfs/as/manual.cgi>

The headers in Chapters F, H, and J have been updated but there are no other changes in those chapters. Significant revisions to other chapters are identified below:

<p style="text-align: center;"><b>CHAPTER A</b></p> <p style="text-align: center;"><b>"INTRODUCTION"</b></p>	
<b>Section</b>	<b>Significant Changes</b>
Entire chapter	Referenced FUSION, the correct name for VDSS intranet.
Intro	Added language about SH.
1.1	Removed obsolete language about SH.
4	Added language about SH.
<p style="text-align: center;"><b>CHAPTER B</b></p> <p style="text-align: center;"><b>"APPLICATION PROCESSING"</b></p>	
<b>Section</b>	<b>Significant Changes</b>
10	Referenced FUSION, the correct name for VDSS intranet.
<p style="text-align: center;"><b>CHAPTER C</b></p> <p style="text-align: center;"><b>"NON-FINANCIAL REQUIREMENTS"</b></p>	
<b>Section</b>	<b>Significant Changes</b>
Entire chapter	Referenced FUSION, the correct name for VDSS intranet.
2.1.2.2	Added language to explain suspension process when an SSI decision is not made for a renewal or change.
2.2.3.2	Added language to explain suspension process when an SSI decision is not made for a renewal or change.
6.2.4	Removed reference to criteria # 16 for Alzheimer's Assisted Living Waiver. This waiver terminated June 30, 2018.
7.1.1	Clarified when worker needs to verify residency of AG client.
7.1.2	Changed "social worker" to "family services specialist."
7.2.	Clarified what agency licenses a facility and what agency authorizes a facility to accept AG payments.

8	Added language to clarify ineligibility for AG under SSI guidelines.
9.4.3.1	Updated Standards of Qualifying Quarters of Work chart.
	Removed Appendix I DDS Regional Offices.
<p style="text-align: center;"><b>CHAPTER D</b></p> <p style="text-align: center;"><b>“SSI RECIPIENTS’ ELIGIBILITY”</b></p>	
<b>Section</b>	<b>Significant Changes</b>
3	Referenced FUSION, the correct name for VDSS intranet.
7.2.1	Removed link to DMAS website.
8.3.1	Updated dates in examples.
<p style="text-align: center;"><b>CHAPTER E</b></p> <p style="text-align: center;"><b>“NON-SSI RESOURCE ELIGIBILITY”</b></p>	
<b>Section</b>	<b>Significant Changes</b>
41.3.1	Updated Civil Right Division address.
<p style="text-align: center;"><b>CHAPTER G</b></p> <p style="text-align: center;"><b>“NON-SSI RESOURCE TRANSFERS”</b></p>	
<b>Section</b>	<b>Significant Changes</b>
20	Removed AG Rate chart.
<p style="text-align: center;"><b>CHAPTER I</b></p> <p style="text-align: center;"><b>“NON-SSI INCOME SOURCES”</b></p>	
<b>Section</b>	<b>Significant Changes</b>
67.1	Added language to clarify how to treat aid and attendance or homebound allowance.
69	Added clarifying language to augmented benefits.
69.1.1	Corrected the example for augmented payment.

71.8	Updated Step 5 to clarify how to treat aid and attendance or homebound allowance, augmentation, and unusual medical expenses payments.
<p style="text-align: center;"><b>CHAPTER K</b></p> <p style="text-align: center;"><b>“SUPPPORTIVE HOUSING”</b></p>	
<b>Section</b>	<b>Significant Changes</b>
Entire chapter	Referenced FUSION, the correct name for VDSS intranet.
1.2	Clarified guidance on transferring funds from BL 804 to 807.
1.4	Updated procedure for payee authorization.
1.11	Clarified guidance on who cannot be the authorized payee.
<p style="text-align: center;"><b>CHAPTER L</b></p> <p style="text-align: center;"><b>“ADMINISTRATIVE ISSUES”</b></p>	
Entire chapter	Referenced FUSION, the correct name for VDSS intranet.
3.9	Updated VDSS Commissioner’s name.

Questions regarding this transmittal should be directed to Shelley Henley, AG Consultant at [shelley.henley@dars.virginia.gov](mailto:shelley.henley@dars.virginia.gov).

  
 Kathryn A. Hayfield, Commissioner





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**transmittal**

1 message

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**Harris Ugworji, Tishaun** <tishaun.harrisugworji@dars.virginia.gov>

Thu, Dec 6, 2018 at 8:52 AM

To: Elizabeth Patacca &lt;elizabeth.patacca@dars.virginia.gov&gt;

Cc: "Bryant, Venus" &lt;venus.bryant@dars.virginia.gov&gt;

Please find attached the transmittal for the Commissioner to sign for posting the AG manual.

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